

NOTICE TO CONSULTANTS
“REQUEST FOR QUALIFICATIONS”

Consultant Services are required for an On Call Campus Architect, Project Number 2015-836, and for the Renovation of the Main Building, West Wing (Project 2015-216) at Lower Columbia College, Longview Washington.

Scope of Work

The scope of work includes providing full design services for the College on an as needed basis for projects that may be initiated over the 2015-2017 biennium. Upcoming projects may include numerous minor capital and repair projects as well as locally funded projects as necessary.

Scope of Work – Main Renovation

The project includes renovation of the second floor west wing to include: class rooms, offices, improving ADA access, replacing an elevator and upgrading the HVAC systems. Total funding is \$2,500,000. (Project No 2015-216). This project will be performed under the on call agreement.

A recommended informational meeting is scheduled to be held June 25, 2015 at the Campus Administration Building first floor, at 10:30am. A campus map is available at www.lowercolumbiacollege.edu

The state reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

Interviews are tentatively scheduled for July 16, 2015 on the Lower Columbia College Campus.

Architectural fees shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects as published by the Office of Financial Management and the standard Division of Engineering and Architectural Services Agreement.

Firms will be considered for selection based upon the following criteria categories, weighted as indicated: Qualifications of Key Personnel (10); Previous Performance (10); Relevant Experience (10); and Diverse Business Inclusion Plan Criteria (5).

The Department of Enterprise Services is committed to providing the maximum practicable opportunity for participation by minority business enterprises MWBE goals of 10% MBE and/or 6% WBE have been established for this project. Achievement of the goals is encouraged. However, no minimum level of MWBE participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include MWBE participation. A/E's may contact the Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential sub-consultants.

Consultant Selection Diverse Business Inclusion Plan Criteria may be found at:
<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>

Submit six (6) sets of qualifications to include:

Executive summary and any other pertinent information to assist the selection board in evaluating qualifications.

- 8.5" x 11" -20 sheet maximum including Federal Form 330 (Part II only)
- Submittals shall be comb, tape or spiral bound. No loose leaf submittals will be accepted
- Printing shall be 2-sided
- 11" x 17" foldouts permitted, but limited to one (counted as 2 – 8.5 x 11s), and shall be included in the 20 sheet count

To qualify for review, submittals are required to be delivered to, and date/time stamped by E&AS **prior to 4:00 PM on Thursday, July 2, 2015.**

Address submittals to:

Division of Engineering & Architectural Services
Jefferson Building
Address: 1500 Jefferson St. SE
Olympia, WA 98501

Mailing Address: P.O. Box 41012
Olympia, WA 98504-1012

NO FAXED OR ELECTRONIC COPIES WILL BE ACCEPTED.

Following an evaluation of these submittals, the consultant selection board will interview firms deemed to be the most highly qualified for the required service.

The State of Washington is an affirmative action employer. This is not a request for a fee proposal. All submittals become the property of the State.